

EFFECTIVE

August 1, 2014.

Subject(s)

1. JR3 340, Psychotropic Medications.
2. JR3 380, Prescription Practices.
3. JR3 381, Medication Administration.
4. JR3 382, Medication Security and Storage.

This revision adds detail to describe:

- Job classifications with access and responsibility to dispense medications including controlled substances.
- How medications are dispensed to each youth.
- How medications are accounted for including inventories.
- How medications are disposed of including witness requirements for destruction.
- Actions taken when a youth refuses a medication.
- Actions associated with medication errors.

Reason: Policy clarification request by DHS Office of Human Resources.

Communication Plan: Job Aid.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[JR3 340](#)

[JR3 380](#)

[JR3 381](#)

[JR3 382](#)